

**Milford Water/Wastewater Commissioners’
Meeting Minutes
April 12, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Courage called the public session of this evening’s meeting to order at 6:03 p.m.

Non-Public Session – At 6:04 p.m., Chairman Courage made the motion to enter into non-public session for the purpose of discussing personnel, per RSA 91-A: 3, II (a)). Vice-Chairman Putnam seconded the motion. Motion passed 3/0. Exiting the non-public session at 6:20 p.m., Chairman Courage announced during the non-public meeting an annual evaluation of an employee was discussed; no decisions were made. Vice-Chairman Putnam made the motion to seal the minutes, seconded by Commissioner White. All voted in favor.

Press and Public Comments –None this evening. Chairman Courage introduced Vice-Chairman Putnam and Commissioner White.

Appointments – None.

Decisions/Approvals

Approval of 3/29/16 Meeting Minutes – Tabled for review upon motion by Commissioner White, seconded by Vice-Chairman Putnam. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – Vice-Chairman Putnam motioned to accept the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the March 2016 Bill Commitment 160331 in the amount of \$53,844.60 and for the March 2016 Final Bills issued in the amount of \$404.02. Commissioner White seconded the motion. All voted in favor.

Sewer Users Fee/Tax Collector’s Warrant – Commissioner White motioned to accept the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the March 2016 Bill Commitment 160331 in the amount of \$53,464.37 and for the March 2016 Final Bills issued in the amount of \$197.01. Vice-Chairman Putnam seconded the motion. All voted in favor.

Sewer Abatement Request – 23 Garden Street – Tabled for additional information upon motion by Vice-Chairman Putnam, seconded by Commissioner White. Motion passed 3/0.

Discussion/Information Items

HVAC Project – The preconstruction meeting will be at the Water Utilities Facility 1:00 p.m. Thursday, April 21st with Underwood Engineers. Underwood received the full package from J. Lawrence Hall. The HVAC project start date could be May 1st with a July 15th estimated project end date. Mr. Boucher will arrange an April 21st 1:00 p.m. preconstruction/contract approval meeting.

U.V. Disinfection Upgrade Project – A wooden wall will begin to be constructed tomorrow inside the Ultra-Violet Disinfection building where demolition work will take place. Mr. Brad Carpenter, Penta Corporation Project Supervisor plans to begin cutting concrete on Thursday. Mr. Boucher informed the commissioners that the range of pricing received by Underwood Engineers from subcontractors regarding wiring work to be performed is between \$70,000.00 for the bypass of the U.V. building without the plug, and \$140,000.00 for new wiring between the Administration Building to the main pump station with the bypass and the plug for the generator. A third option will be obtained for all new wiring from the main pump station with the plug. Commissioner White inquired of the original bond, engineering, and budget line item numbers. Mr. Boucher retrieved his files. Mr. White and Mr. Boucher agreed that the higher electrical cost, the contract bid amount, and engineering costs would raise the project to \$962,500.00. Mr. Boucher commented that the wires seen were well coated. Wires could be spliced at the U.V. Building if the same size wiring is used, otherwise the whole distance from the main building to the main pump station will need to be wired. The high end price would afford additional benefits beyond the original intent to power the main pump station. Underwood Engineers will look into advantages of the suggested additional electrical work options. Mr. Courage inquired whether an additional benefit would be the disconnect at the main pump station. Mr. White said he dislikes change orders following bids. Mr. Boucher said the reason was the opportunity to have the generator plugged in. He explained the generator power issues, treatment process concerns, and the potential for permit violations due to potential power interruptions. The conversation may continue during the April 21st preconstruction meeting and/or during the next commissioners' meeting.

Activities Report – Reviewed by the commissioners. Vice-Chairman Putnam noted he didn't see any red flags.

Miscellaneous Water Utilities Department Projects – Mr. Boucher will meet with the water and sewer foremen tomorrow in response to Mr. Bruce Berry, Amherst DPW Director, having asked how soon the gate boxes and manhole structure on Border Street will be raised so that Continental Paving could schedule the Border St. and Merrimack Road final coats of pavement. A \$4,490.00 quote has been received from Underwood Solutions to clean and inspect the Dram Cup water storage tank, due for inspection during 2016. Mr. Boucher requested and received an additional quote of \$9,975.00 for all three water storage tanks, as the Mayflower and Holland water storage tanks will be due for cleaning and inspection next year. He pointed out that for just over twice the cost of cleaning/inspecting one tank, all three could be serviced. Compared to the costs in previous years, Mr. Boucher feels the \$9,975.00 is reasonable. Mr. Courage asked whether the work could be done within the Water Department Budget. Mr. Boucher believes so. Chairman Courage asked for a motion to approve the cleaning/inspection of three water storage tanks as quoted by Underwater Solutions, Mattapoisett, MA, in the amount of \$9,975.00. So moved, said Vice-Chairman Putnam. Motion was seconded by Commissioner White.

Topics Not on the Agenda – Multiple requests for the annual Consumer Confidence Report and inquiries regarding the annual spring hydrant flushing program have been received by Water Utilities staff. Mr. Courage said he was asked today by Town Administrator Mark Bender whether he knew of a Merrimack Road right of way, as Eversource would like a permanent easement for their powerlines in the Water Department's well fields. This topic is planned for review during the next Board of Selectmen's meeting. Mr. White commented that the Town of Milford should appear as a priority for access in easement wording and questioned whether Attorney Drescher should review wording. Mr. Boucher said provisions would be needed as the property deed allows a person to conduct farming on the property, crops must not be destroyed, and that sufficient roads exist therefore new roads shouldn't need to be created. Mr. Putnam said anything that could potentially contaminate the water source is a concern. Mr. Boucher said he didn't know if there are transformers. Mr. Putnam said a vehicle's oil spill or punctured diesel tank could be a contaminant. Mr. Boucher said Eversource typically notifies the Water Department personnel when they are on-site. Chairman Courage made the motion to proceed with seeking a review by Attorney Drescher of the property deed, as well as ensure easement wording to protect the farming and access to the water source and asked "All those in favor?" Both Vice-Chairman Putnam and Commissioner White replied "Aye". All voted in favor. Motion carried 3/0. Mr. Courage asked Mr. Boucher to inform Town Administrator Bender tomorrow.

Mr. Putnam asked whether the Water Utilities Department wanted, needed or has an easement along the Class 6, dirt portion of Garden Street near the location where old Lumbertown oil tanks used to be located, between the building and the Legion. He explained this area was a topic of discussion during last night's the Selectmen's meeting last night, and a builder will begin work there. Mr. Boucher said this department has reviewed plans for installing water and sewer the area as there is no water or sewer currently located there, and the Water Department wouldn't be obligated to maintain.

Commissioner White said he had a question that doesn't involve the other two commissioners which he would like answered prior to the next commissioner's meeting: what is the cost to the Town of Milford to monitor and tape these meetings. He said he knows it is Granite Town Media that provides for the taping of the meetings, but what Town of Milford cost is involved for having their people filming and preparing tape for the public. That can be as a commissioner's question or as a citizen's question, however it makes sense. Mr. Boucher said he would do his best to find out.

Future Appointments/Meetings:

Tuesday, April 26, 2016 at 6:00 p.m. The next Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: There being no further business, Commissioner Courage asked for a motion to adjourn. At 6:53 p.m. Vice-Chairman Putnam said so moved, seconded by Commissioner White. Mr. Courage asked “All those in favor?” Both Vice-Chairman Putnam and Commissioner White replied “Aye”. All voted in favor.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date